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PAYMENT SERVICES USER MANUAL

APPROVING INVOICES

INTRODUCTION

Approving the invoice can be done either on the **Approval** or the **Multi Proc** screen, so the specific steps to approve invoices depend on the business processes of the individual agency. Whatever the process, two prerequisites must be met:

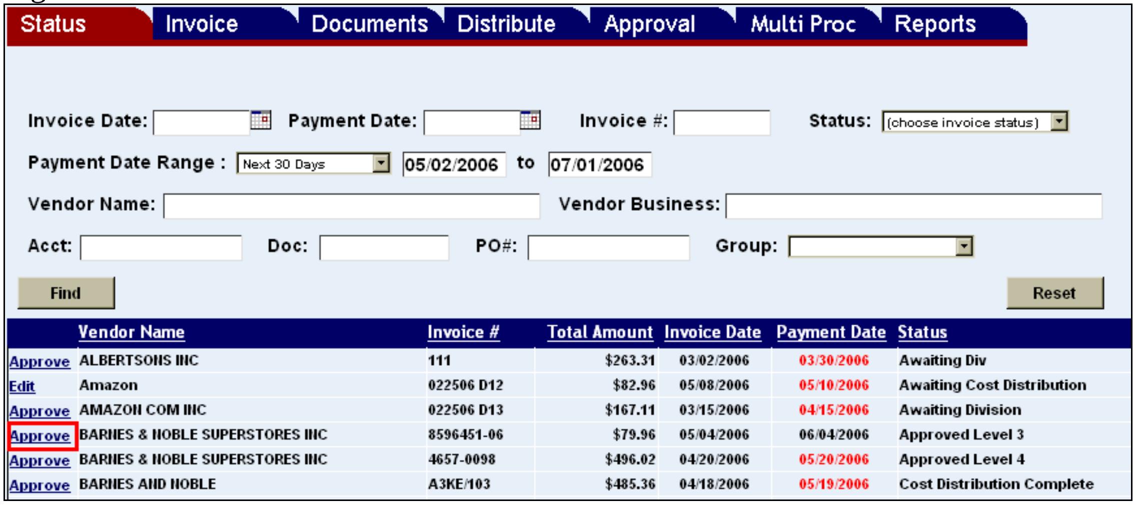
- The invoice must have its cost distribution saved and completed.
- You must be assigned as an approver by your Payment Services administrator.

The agency's Payment Services administrator assigns users to the approval levels needed by the agency. The administrator also defines the number of approval levels and the names of the approval levels. The names of the approval levels appear in the **Approval** and Administration screens and as column headers in the **Multi Proc** screen. See the Administration document for details.

USING THE APPROVAL SCREEN

1. Open the **Approval** screen one of two ways:
    a. Save and complete the cost distribution on the **Distribute** screen and then click the **Approval** tab. If opening the **Approval** screen after distributing costs, skip to step 3 below.
    b. Locate and select an invoice in the **Status** screen.
        i) Search for invoices if necessary or sort the list of invoices displayed. The status of the invoice might read "Approval Level 2" or indicate that last approved level. See the Status document for more details. The name of the approval levels are defined by your Payment Services administrator.

Figure 1 - Status screen



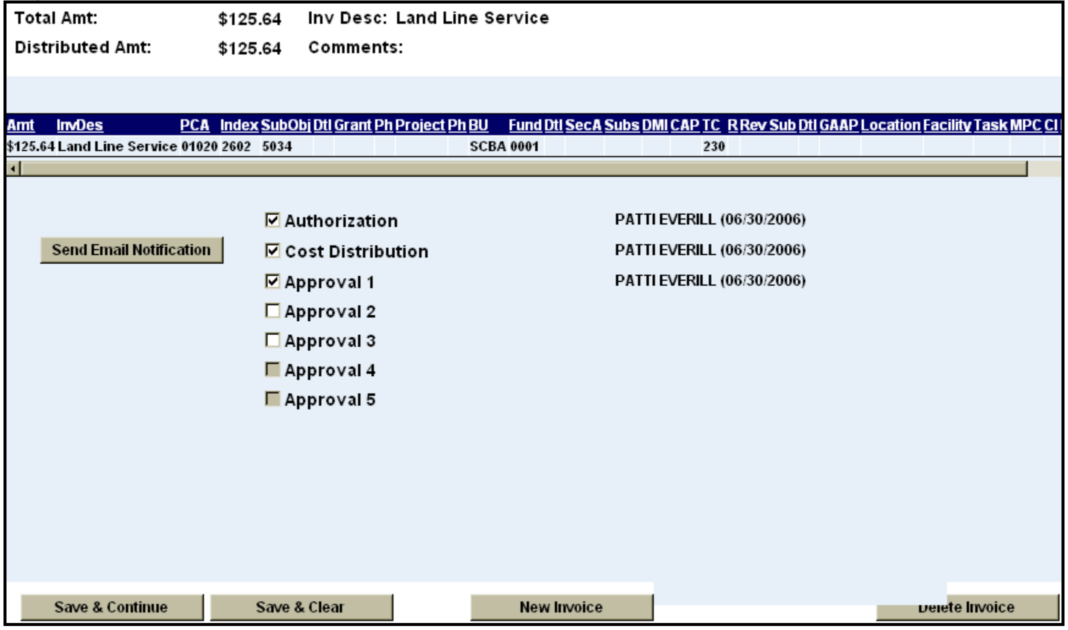
Invoice Date:
Payment Date:
Invoice #:
Status: (choose invoice status)
Payment Date Range : Next 30 Days 05/02/2006 to 07/01/2006
Vendor Name:
Vendor Business:
Acct:
Doc:
PO#:
Group:

	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Approve	ALBERTSONS INC	111	$263.31	03/02/2006	03/30/2006	Awaiting Div
Edit	Amazon	022506 D12	$82.96	05/08/2006	05/10/2006	Awaiting Cost Distribution
Approve	AMAZON COM INC	022506 D13	$167.11	03/15/2006	04/15/2006	Awaiting Division
Approve	BARNES & NOBLE SUPERSTORES INC	8596451-06	$79.96	05/04/2006	06/04/2006	Approved Level 3
Approve	BARNES & NOBLE SUPERSTORES INC	4657-0098	$496.02	04/20/2006	05/20/2006	Approved Level 4
Approve	BARNES AND NOBLE	A3KE/103	$485.36	04/18/2006	05/19/2006	Cost Distribution Complete

ii) Click **Approve** next to the invoice you want to approve. The **Approval** screen will open.

2. Review the invoice details.
3. Select the checkbox for appropriate approval level. To “disapprove” an invoice that has an approval level checked, click the checkbox to clear it.
4. Click **Save & Continue** or **Save & Clear**. If e-mail notification is enabled, you can send an e-mail to the next person in the process. See the e-mail notification section below.

Figure 2 - Approval screen



Total Amt: $125.64 Inv Desc: Land Line Service
Distributed Amt: $125.64 Comments:

Amt	InvDes	PCA	Index	SubObj	Dtl	Grant	Ph	Project	Ph	BU	Fund	Dtl	SecA	Subs	DMI	CAP	TC	R	Rev Sub	Dtl	GAAP	Location	Facility	Task	MPC	Cl
$125.64	Land Line Service	01020	2602	5034						SCBA	0001						230									

☑ Authorization PATTI EVERILL (06/30/2006)
☑ Cost Distribution PATTI EVERILL (06/30/2006)
☑ Approval 1 PATTI EVERILL (06/30/2006)
☐ Approval 2
☐ Approval 3
☐ Approval 4
☐ Approval 5

FINAL APPROVAL LEVEL

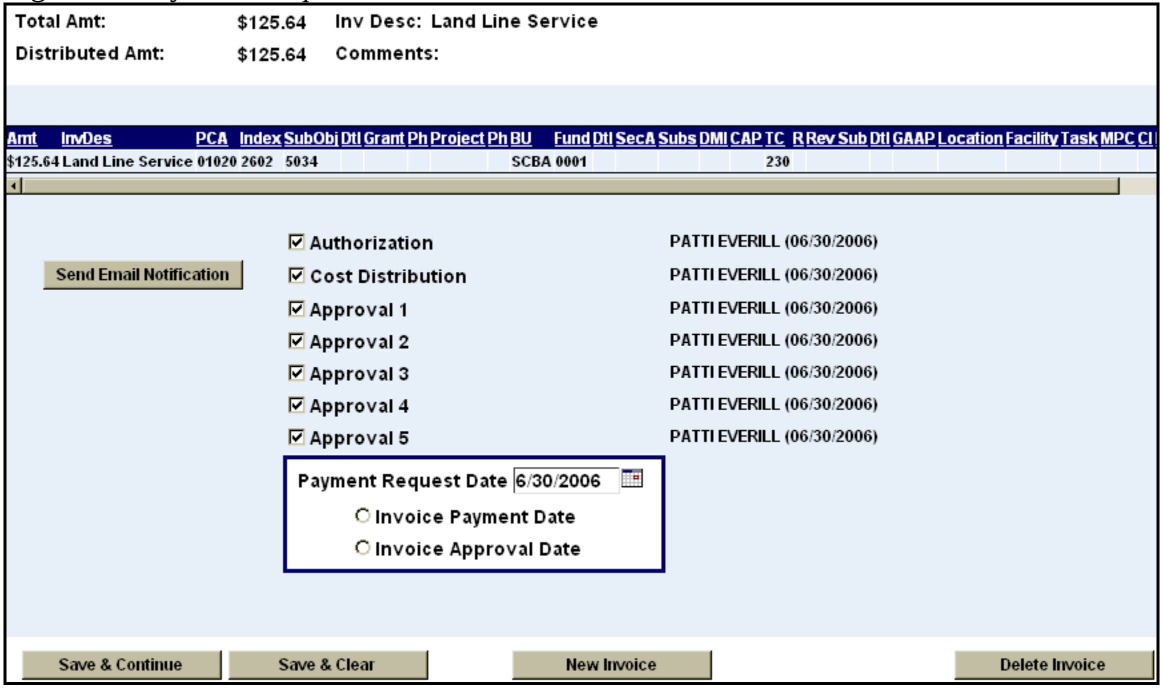
When the final approval level is selected, a Payment Request Date dialog box appears. This box allows you to select the date when the invoice gets sent to STARS for payment.

You can choose to:

- Enter a date in the **Payment Request Date** field (or use the calendar icon).
- Select **Invoice Payment Date**. This will use the Invoice payment date as entered on the Invoice screen.
- Select **Invoice Approval Date**. This will use the date the invoice is approved for the payment date.

Make a selection then click **Save & Continue** or **Save & Clear**.

Figure 3 - Payment Request Date



Total Amt: $125.64 Inv Desc: Land Line Service

Distributed Amt: $125.64 Comments:

Amt	InvDes	PCA	Index	SubObj	Dtl	Grant	Ph	Project	Ph	BU	Fund	Dtl	SecA	Subs	DMI	CAP	TC	R	Rev Sub	Dtl	GAAP	Location	Facility	Task	MPC	CI
$125.64	Land Line Service	01020	2602	5034						SCBA	0001						230									

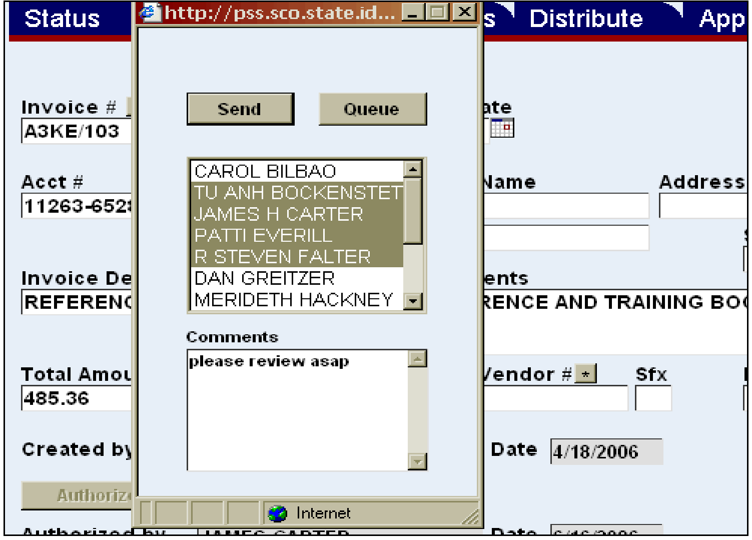
☑ Authorization PATTI EVERILL (06/30/2006)
☑ Cost Distribution PATTI EVERILL (06/30/2006)
☑ Approval 1 PATTI EVERILL (06/30/2006)
☑ Approval 2 PATTI EVERILL (06/30/2006)
☑ Approval 3 PATTI EVERILL (06/30/2006)
☑ Approval 4 PATTI EVERILL (06/30/2006)
☑ Approval 5 PATTI EVERILL (06/30/2006)

Payment Request Date 6/30/2006
○ Invoice Payment Date
○ Invoice Approval Date

E-MAIL NOTIFICATION

If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving the authorization.

Figure 4 - E-mail notification



Invoice # A3KE/103
Acct # 11263-652
Invoice De REFERENC
ents RENCE AND TRAINING BO
Total Amou 485.36
Date 4/18/2006

CAROL BILBAO
TU ANH BOCKENSTET
JAMES H CARTER
PATTI EVERILL
R STEVEN FALTER
DAN GREITZER
MERIDETH HACKNEY

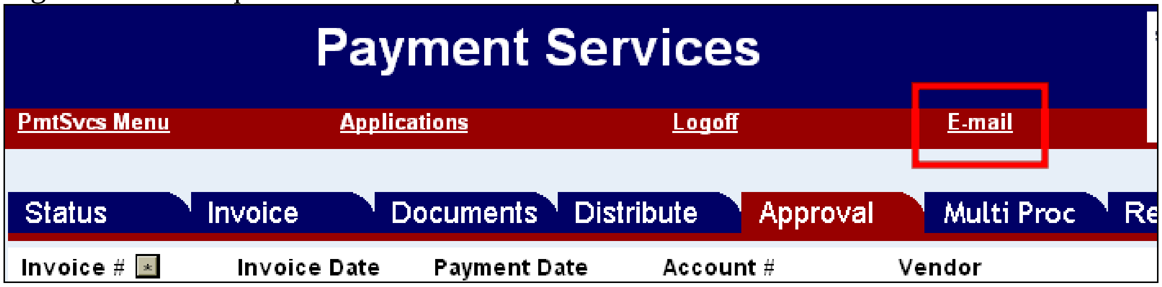
Comments
please review asap

TO SEND AN E-MAIL NOTIFICATION

1. Highlight the recipient's name. Hold down CTRL and click the left mouse button to highlight multiple names.
2. Type a comment if needed.
3. Click **Send** or **Queue**.
    - Click **Send** to send the e-mail immediately.
    - Click **Queue** to save e-mail messages in a queue which will be automatically sent at the end of the day (midnight). Queue will store multiple e-mail messages for the same recipients, but only send one e-mail for each recipient with multiple invoice messages in the one e-mail.
4. After sending or queuing, a verification message will appear. Click **OK** and then click **X** in the corner of the e-mail dialog box to close.

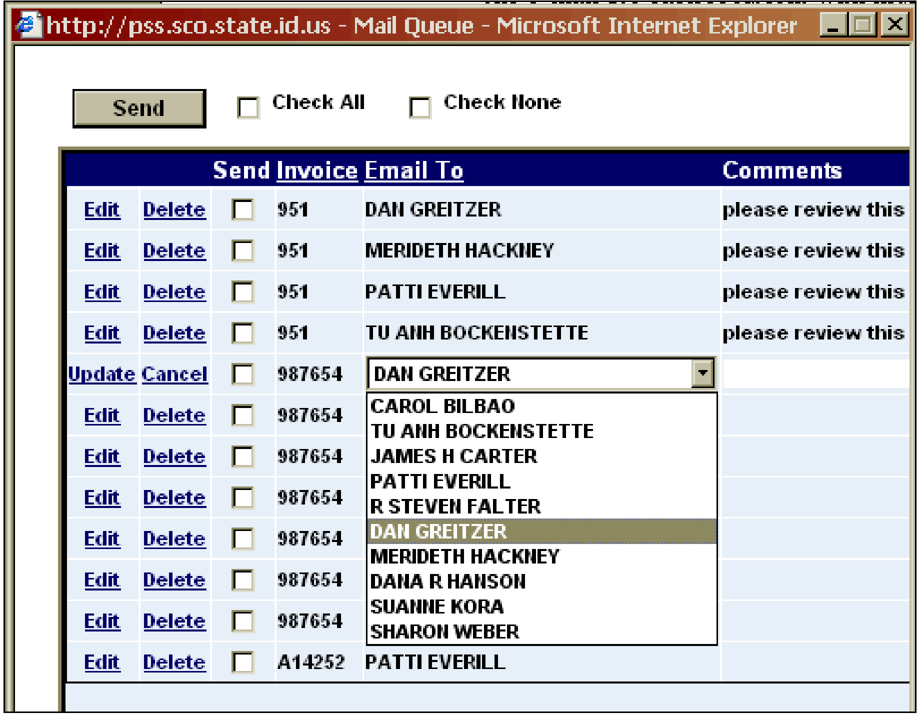
TO SEND AN E-MAIL NOTIFICATION FROM THE QUEUE

Figure 5- E-mail queue menu


Payment Services
PmtSvcs Menu
Applications
Logoff
E-mail
Status
Invoice
Documents
Distribute
Approval
Multi Proc
Re
Invoice #
Invoice Date
Payment Date
Account #
Vendor

1. Click **E-mail** in the top menu bar
2. By default, all recipients are selected. Uncheck the check box in the **Send** column if you do not want to send an email to a particular person. However, any unsent e-mails in the queue will be sent automatically at the end of business day.
3. Click **Edit** next to an invoice and recipient to change the recipient for that invoice message. This may clear all of the check marks for all recipients.
4. Select a recipient's name from the **Email To** menu.

Figure 6 – Editing the E-mail queue


http://pss.sco.state.id.us - Mail Queue - Microsoft Internet Explorer
Send
☐ Check All
☐ Check None
CAROL BILBAO
TU ANH BOCKENSTETTE
JAMES H CARTER
PATTI EVERILL
R STEVEN FALTER
DAN GREITZER
MERIDETH HACKNEY
DANA R HANSON
SUANNE KORA
SHARON WEBER

		Send	Invoice	Email To	Comments
Edit	Delete	☐	951	DAN GREITZER	please review this
Edit	Delete	☐	951	MERIDETH HACKNEY	please review this
Edit	Delete	☐	951	PATTI EVERILL	please review this
Edit	Delete	☐	951	TU ANH BOCKENSTETTE	please review this
Update	Cancel	☐	987654	DAN GREITZER	
Edit	Delete	☐	987654		
Edit	Delete	☐	987654		
Edit	Delete	☐	987654		
Edit	Delete	☐	987654		
Edit	Delete	☐	987654		
Edit	Delete	☐	987654		
Edit	Delete	☐	A14252	PATTI EVERILL	

5. Type a **Comment** if needed.
6. Click **Update** to save the change. (Click **Cancel** to cancel the change.)

7. Select **Check All** if necessary. (You could select **Check All** and uncheck individual boxes in the **Send** column for individual recipients.)
8. Click **Send** to send all selected e-mails from the queue.

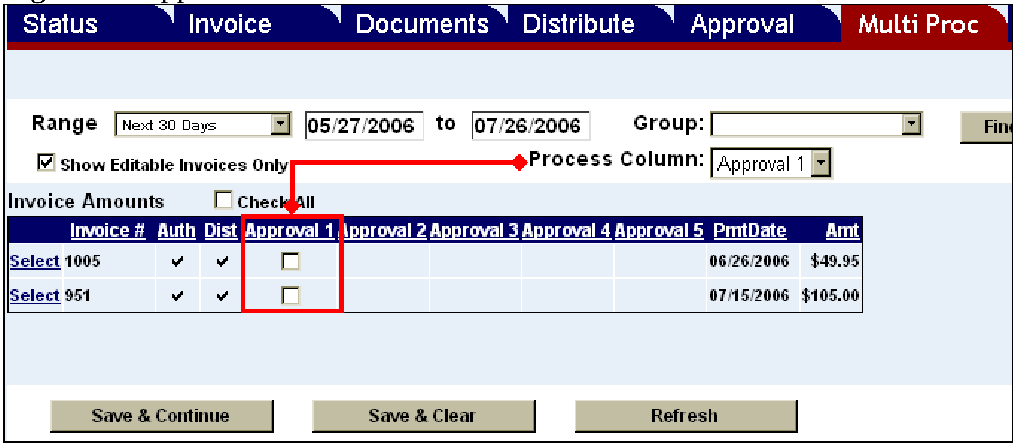
USING THE MULTI PROC SCREEN

This screen has the same approval function as the **Approval** screen, but allows you to see multiple invoices in a list, check their details if necessary, and approve as many as needed. The actions you can take on invoices will depend on your role or level of permission defined by your Payment Services administrator.

The names and the number of approval processes in the **Process Column** menu are defined the agency's Payment Services administrator. These names appear in the column headers of the invoice list.

1. From the Payment Services main menu, select **Invoice.**
2. Click the **Multi Proc** tab.
3. Select the appropriate approval level from the **Process Column** menu. In the example below they are simply named "Approval 1", "Approval 2", etc.
   a. Check the invoices to approve (or leave them checked).
   b. Uncheck invoices to "disapprove" (or leave them unchecked).
4. Click **Save & Continue** or **Save & Clear**.

Figure 7 - Approval in Multi Proc screen



Range: Next 30 Days 05/27/2006 to 07/26/2006 Group:

☑ Show Editable Invoices Only

Process Column: Approval 1

Invoice Amounts ☐ Check All

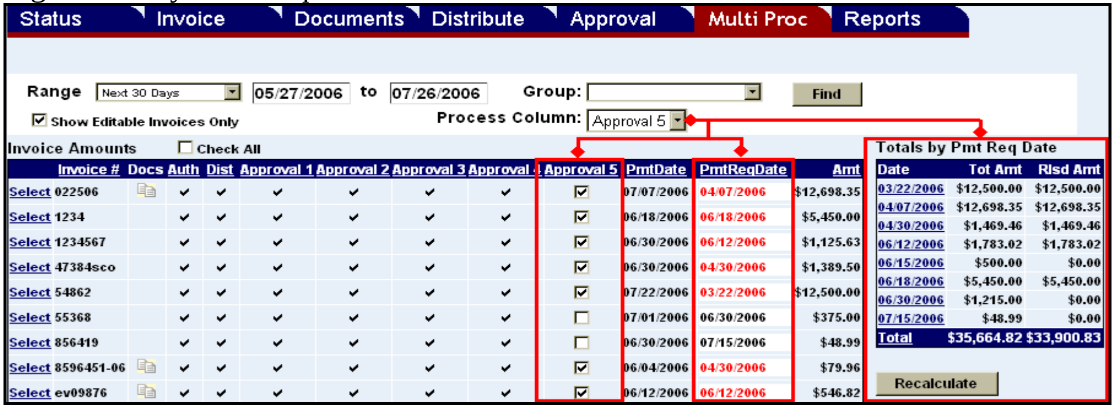
	Invoice #	Auth	Dist	Approval 1	Approval 2	Approval 3	Approval 4	Approval 5	PmtDate	Amt
Select	1005	✓	✓	☐					06/26/2006	$49.95
Select	951	✓	✓	☐					07/15/2006	$105.00

Continue with the process of selecting approval levels from the **Process Column** menu as defined by your agency's business process and Payment Services administrator.

FINAL APPROVAL LEVEL

The final approval level in Multi Proc will also display total costs and fund information as well. By seeing the total amounts and the funds being affected, you can make decisions about which invoices to pay, which invoices could be better distributed across funds, etc. Like the **Approval** screen, the **PmtReqDate** (Payment Request Date) can then be changed based upon that decision. See the Multi Proc document for more details.

Figure 8 - Payment Request Date column



Range: Next 30 Days 05/27/2006 to 07/26/2006

Group:

☑ Show Editable Invoices Only

Process Column: Approval 5

Invoice Amounts ☐ Check All

	Invoice #	Docs	Auth	Dist	Approval 1	Approval 2	Approval 3	Approval	Approval 5	PmtDate	PmtReqDate	Amt
Select	022506	📄	✓	✓	✓	✓	✓	✓	☑	07/07/2006	04/07/2006	$12,698.35
Select	1234		✓	✓	✓	✓	✓	✓	☑	06/18/2006	06/18/2006	$5,450.00
Select	1234567		✓	✓	✓	✓	✓	✓	☑	06/30/2006	06/12/2006	$1,125.63
Select	47384sco		✓	✓	✓	✓	✓	✓	☑	06/30/2006	04/30/2006	$1,389.50
Select	54862		✓	✓	✓	✓	✓	✓	☑	07/22/2006	03/22/2006	$12,500.00
Select	55368		✓	✓	✓	✓	✓	✓	☐	07/01/2006	06/30/2006	$375.00
Select	856419		✓	✓	✓	✓	✓	✓	☐	06/30/2006	07/15/2006	$48.99
Select	8596451-06	📄	✓	✓	✓	✓	✓	✓	☑	06/04/2006	04/30/2006	$79.96
Select	ev09876	📄	✓	✓	✓	✓	✓	✓	☑	06/12/2006	06/12/2006	$546.82

Totals by Pmt Req Date

Date	Tot Amt	Rlsd Amt
03/22/2006	$12,500.00	$12,500.00
04/07/2006	$12,698.35	$12,698.35
04/30/2006	$1,469.46	$1,469.46
06/12/2006	$1,783.02	$1,783.02
06/15/2006	$500.00	$0.00
06/18/2006	$5,450.00	$5,450.00
06/30/2006	$1,215.00	$0.00
07/15/2006	$48.99	$0.00
Total	$35,664.82	$33,900.83